

29 January 1962

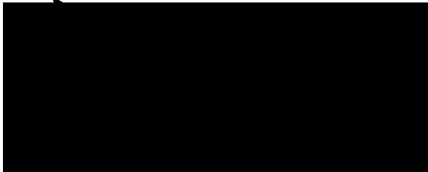
MEMORANDUM FOR: Director of Personnel

SUBJECT : Report of Activities and Functions of Personnel
Operations Division, Office of Personnel

REFERENCE : Memo for Division and Staff Chiefs, Office of Personnel
from D/Pers dated 18 January 1962, subject: Responsibility of the Director of Personnel for Monitoring the
Administration of the Agency's Personnel Programs

This report covers the principal activities of Personnel Operations Division which relate to the responsibilities of the Director of Personnel for administering or monitoring a program or policy of the Agency. For purposes of clarity, this report is divided into two parts. Part I relates to functions of administration of programs, and Part II relates to monitoring responsibilities within the Division.

25X1A9a


Chief, Personnel Operations
Division

Attachments

DOCUMENT NO. _____
NO CHANGES IN CLASS. *X*
CLASSIFIED BY _____
CLASSIFICATION AUTHORITY _____
REVIEW DATE _____
AUTHORITY _____
DATE *10/23/82* REVIEWER *01899 5*